



UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260
REV. 6-86
DAO 202-335

MERIT PROGRAM

Announcement Number: **PTO-05-280**
Issue Date: **12/8/05**
Closing Date: **12/29/05**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Supervisory Resource Management Specialist
GS-0501-15
Position is at the full performance level
One position
Competitive Service
Non Bargaining Unit
Salary Range: \$103,947 – \$135,136 pa

VACANCY LOCATION

U. S. Patent and Trademark Office
Office of the Chief Financial Officer
Office of Corporate Planning
Alexandria, VA

AREA OF CONSIDERATION

PTO Employees with Status
Current Federal Employees with Status
Reinstatement Eligibles
DOC Surplus, Displaced Employees in
local commuting area

DUTIES:

The incumbent serves as the Division Director for Planning, Performance, and Budget Formulation. As a first level supervisor, plans, directs, organizes, and exercises control over a staff of approximately 10-15 employees, and serves as a principal advisor to the Director, Office of Corporate Planning (OCP). The incumbent is directly responsible for leadership and direction for a full range of federal budget functions/activities concerning annual budget formulation, presentation and justification as well as strategic planning and performance accountability. Examples of products and services include preparation of the U. S. Patent and Trademark Office (USPTO) strategic plan, annual budget/performance plan and performance report for submission to the Office of Management and Budget (OMB) and Congress. The incumbent will work with USPTO executives and staff during the budget submission along with reviewing existing and proposed legislation, appropriation language, and OMB circulars and bulletins; and provides resource support to other areas within OCP for USPTO-wide functions, programs, and initiatives in the areas of budget execution and the development of policies/procedures related to efficient allocation, expenditure and control of funds including all revenue setting/workload activities. Plans, organizes, and directs the activities and staff of the division, ensuring that all aspects of strategic planning, performance, and budget formulation complies with legal and regulatory requirements and meets customer needs; develops goals and objectives that integrate those of the division, office, Office of the Chief Financial Officer, and the USPTO; and researches, interprets, analyzes and applies all governing laws and regulations such as OMB Circular A-11, Government Performance and Results Act (GPRA), Budget and Accounting Act, Congressional Budget Act, Antideficiency Act, and Federal Credit Reform Act. Represents the OCP on a variety of functional areas across the USPTO; establishes, develops, and maintains effective working relationships with all USPTO business units, OMB and oversight offices; develops strategic, long-range, and operations plans reflecting the decisions of the Director on program alternatives and allocation of resources; participates with business unit managers in establishing and executing long-range performance plans; and coordinates USPTO planning in response to Congressional, OMB, and Departmental requirements. Provides external liaison with the Department of Commerce, other agencies, and congressional staff for budget matters; and advises the Chief Financial Officer/Deputy CFO and agency executives on program objectives and budget matters at hearings before OMB and Congress. Develops, presents, and defends the annual budget request and the policies, procedures, and strategies for presentation of the agency budget to OMB and Congress; monitors congressional action on appropriation bills; conducts liaison activities with Appropriations Committees; and performs legislative, economic, management, regulatory, and organizational analyses.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade (GS-14) in the Federal Service. Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

EVALUATION OF QUALIFIED CANDIDATES:

will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Expert knowledge and demonstrated success in organizing, leading, and motivating a multi-disciplinary staff and demonstrated success in achieving a high-performing organization.
2. Demonstrated ability to conduct comprehensive reviews and analyses of large and complex programs/projects including demonstrated evidence of participation in a decision making role in which execution of such projects were considered successful.
3. Expert knowledge and demonstrated experience of the concepts, principles, practices, laws, and regulations which apply to the Federal Government budget and accounting processes and specifically those that relate to strategic planning and budget and performance integration.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



UNITED STATES PATENT AND TRADEMARK OFFICE

4. Exceptional written and oral communication skills including demonstrated ability to communicate to all levels of management, provide clear guidance and direction to subordinates, and facilitate discussions with internal and external customers.

SELECTIVE FACTOR: Candidate must possess the following for consideration: N/A

How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 or resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the each of the Ranking Factors.

Applications that are submitted by mail with a postmark on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.

FOR SPECIFIC INFORMATION CALL: DUBLIN BYARS (571) 272-6189 TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
Elizabeth Townhouse
Customer Service Center, 1a79
550 Elizabeth Lane
Alexandria, VA 22314



UNITED STATES PATENT AND TRADEMARK OFFICE

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



UNITED STATES PATENT AND TRADEMARK OFFICE

- 13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
- 14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
- 15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
- 16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
- 17. Relocation expenses will not be covered.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.